

## Uploading PDF Orders for Signature (Trustee)

**Important:** Do not submit ex parte orders using this method. Please continue to submit all ex parte orders to the Court conventionally (along with any application or motion underlying an ex parte order).

- 1) Log in to the NDNY Electronic Document Filing System;
- 2) Orders are uploaded to the Court via:  
***Bankruptcy<>Order Upload<>Upload Single;***

**NOTE:** Orders should only be submitted subsequent to the return date.

- 3) Enter the case number and click “Next”.

**Upload a Single Order**

Case Number  Examples: 99-12345, 1:99-bk-12345 or 1:99-bk-12345

- 4) At the “related document screen”, enter the related document number (and proceed to step 7). If you don’t know the document number, click “Next”.

[05-10180-1-rel Anita Bambulince](#)

Related Document Number  Enter the document number of the related matter for which the order is being submitted.

Note: If you don't know the related document number, click on Next to continue.

- 5) At the “category screen”, select the **category** to which your order relates.

Select the category to which your event relates:

Type  
answer  
appeal  
caseupld  
claims  
cmp  
court  
crditord  
cred  
misc

Filed  to

Documents  to

For example, if your order is upon a motion, select ‘motion’ as your category; if your order pertains to a plan, select ‘plan’ as your category; if your order amends a prior order, select ‘order’, etc. (Alternatively, you may select multiple categories by holding down the Ctrl button or select *all* categories by dragging with your mouse, as pictured.)

Click “Next”.

- 6) On the screen that follows, select the **specific item** to which your order relates and click “Next”.

Select the appropriate event(s) to which your event relates:

- ☒ 06/27/2005 [2](#) Motion to Extend Time to Object to Debtor's Discharge Filed by G. Verner Edlund. (Edlund, G.)
- ☐ 06/27/2005 [3](#) Motion for Relief from Stay Re: Retail Installment Purchases. Receipt Number cc, Fee Amount \$150, Filed by Acme Corp.. (Mason, Perry)
- ☐ 06/27/2005 [4](#) Motion for Adequate Protection Filed by North Central Positronics. (Barrister, Simon)

- 7) a) The next screen asks first for the “**Order Type**”. Select either: “Hearing Held” or “Hearing Not Held/Default” - whichever is appropriate.
- b) Enter the “**Hearing Date**” if applicable.
- c) Browse for the order PDF file;

Case Number: 05-10180-1-rel  
Case Name: Anita Barnbulince  
Related Document Number: 2  
Related Document Description: Motion to Extend Time

Order Type

Hearing Date  Examples: 03/19/2002 or 03/19/02

File to Upload

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Be very careful to select the correct PDF as you will have no opportunity to modify your selection once this screen is submitted.  
Click “Next”.

- 8) When you receive the acknowledgment below, your order has been uploaded. (To submit another order, click “Do it again” and proceed from step 3.)

The new pdf file [223 .pdf](#) was uploaded and routed to CRD-Inbox folder successfully

Order Type: Hearing Not Held/Default  
Case Number: 05-10180-1-rel  
Case Name: Anita Barnbulince  
Related Document Number: 2  
Related Document Description: Motion to Extend Time  
Hearing Date: 7/21/2005

[Do it again](#)